



# Claiming your expenses

## What you need to know

**Claiming your expenses** has advice about the expenses scheme for residential schools staff, including items covered and how to claim reimbursement. Please read this advice carefully together with *Travelling to your residential school – What you need to know* which is available from our website: <http://www3.open.ac.uk/residential-school-jobs>. The Open University reserves the right to stop or limit reimbursement when this advice has not been followed.

**You can claim for travel and subsistence expenses incurred through your residential schools work. Normally other expenses will not be reimbursed.**

### Travel

We ask that you use the most economic means available when making your travel plans. Normally this means using public transport rather than driving. The University can also make savings when you book as early as possible. We realise that public transport is not always practical, **but if you are planning to drive to the school you must seek prior approval for this** and we may need to place a limit on the amount you can be reimbursed. If driving to your school has been approved, it is reimbursed at 38.5p per mile with an additional allowance for any passengers also engaged in residential schools work. Other travel expenses are reimbursed at cost price and **proof of purchase must be provided**. Further advice can be found in *Travelling to your residential school – What you need to know*.

### Subsistence

Accommodation and meals at the school are provided free of charge, so we would expect you to make subsistence claims only in exceptional circumstances. If you do need to purchase subsistence items outside the start and end dates of your appointment, please make sure the expenses are reasonable and you obtain proof of purchase. We reserve the right to disregard claims if proof of purchase is not provided. Remember that you cannot claim for alcoholic drinks, tobacco, telephone calls, newspapers, or laundry.

### Additional Accommodation

You should contact residential schools team if you need additional accommodation (details are available on our website: <http://www3.open.ac.uk/residential-school-jobs>). Additional accommodation at OU business school residential schools is available in exceptional circumstances only. We would not expect you to need to stay an additional night at the end of your school, but if you are appointed to consecutive schools at the same venue your accommodation between appointments is provided free of charge and no expenses will be reimbursed for returning home between schools. Expenses for accommodation other than at the school venue will not normally be reimbursed. If there are exceptional circumstances that make it necessary, you should first gain approval from residential schools team. Reimbursement will not exceed the overnight subsistence rates agreed for full-time University staff.

## How do I claim?

Internal salaried staff of The Open University – excluding associate lecturers – should claim expenses using the online expenses system (see below). All other appointees – including associate lecturers – will be provided with an expenses claims form at the school.

If you have your proof of purchase ready, you can submit your expenses claims form at the school. If you do not have this to hand, it is usually better to wait until after the school and submit your expenses to residential schools team as missing proof of purchase may delay your claim being processed or lead to the amount reimbursed being reduced. Please remember that all expenses should be submitted within two months of the end of the school and that the University reserves the right to disregard expenses submitted without good reason after that time. Expenses submitted more than four months after the end of the school will be liable for tax.

If you are returning your expenses claims form after the school, please remember that items do sometimes go missing in the post. You are advised to keep a copy of your claims form and of any relating proof of purchase.

Please note that associate lecturers must use the correct residential schools expenses claims form: claims submitted using the associate lecturer claims form or through TutorHome will not be accepted.

### **Online expenses system – internal salaried University staff ONLY**

Internal salaried staff of The Open University should claim expenses using the online expenses system: <http://intranet.open.ac.uk/expenses> If you are accessing the site remotely you will need your Open University computer username (OUCU) and network password.

Please note that internal salaried staff must use the online system: claims submitted using the residential schools claims form will not be accepted.

To claim online, sign on and from the main menu select Make a New Claim. Please check that the personal details shown are correct and select one of the four options from the toolbar along the top of the window: Mileage; Other Travel; Subsistence; or Incidentals. You can then enter your claim details.

For each claim **you must provide a valid budget code**. To help you, budget codes are provided below for each academic unit and host regional centre. Please use the appropriate code for the appointment to which the claim relates.

To ensure your claim is dealt with promptly, please send an email alert to the residential schools administrator in the appropriate academic unit or host regional/national centre and forward them any relating receipts/proof of purchase. The online expenses system gives you the option to send an email alert before you exit. To help you, email addresses are provided below for each academic unit and host regional/national centre.

Contact details are also given for the residential schools administrator in each academic unit and host regional/national centre; please forward them any relating receipts/proof of purchase.

**Online claims – residential schools teaching appointments (module director, tutor, demonstrator, academic assistant, etc.)**

Please enter the appropriate budget code before saving your online claim. Once saved, please send an email alert to the residential schools administrator in the appropriate academic unit and forward them any relating receipts/proof of purchase.

**Faculty of Arts**

Expenses claims: BL30 1601 [module code]  
Email: [arts-summer-school-claims@open.ac.uk](mailto:arts-summer-school-claims@open.ac.uk)  
Send receipts to: Margaret Eyres,  
Faculty of Arts, Walton Hall

**Faculty of Education & Language Studies**

Expenses claims: BL36 1601 [module code]  
Email: [fels-finance-expenses-claims@open.ac.uk](mailto:fels-finance-expenses-claims@open.ac.uk)  
Send receipts to: Curriculum Manager  
(Residential schools), Faculty of Education &  
Language Studies, Walton Hall

**Faculty of Maths and Technology**

**For Maths:**

Expenses claims: BL31 1601 [module code]

**For Technology:**

Expenses claims: BL35 1601 [module code]

**All claims** email: [MCT-ST-RS-Travel@open.ac.uk](mailto:MCT-ST-RS-Travel@open.ac.uk)

Send receipts to: Anick Valapinee, Faculty of  
Maths, Computing, & Technology, Walton Hall

**Faculty of Science**

Expenses claims: BL33 1601 [module code]  
Email: [sci-deanery-expenses-check@open.ac.uk](mailto:sci-deanery-expenses-check@open.ac.uk)  
Send receipts to: Panayiota Sutcliffe,  
Faculty of Science, Walton Hall

**Faculty of Social Sciences**

Expenses claims: BL34 1601 [module code]  
Email: [socsci-finance-expenses@open.ac.uk](mailto:socsci-finance-expenses@open.ac.uk)  
Send receipts to: Faculty Finance Office,  
Faculty of Social Sciences, Walton Hall

**OU Business School**

Expenses claims: BL71 1601 [module code]  
Email: [oubs-expenses@open.ac.uk](mailto:oubs-expenses@open.ac.uk)  
Send receipts to: Steph Webster,  
OU Business School, Walton Hall

**Online claims – residential schools regional appointments (school director, school administrator, learning adviser, etc.)**

Please enter the budget code to which the claim should be charged before saving your online claim. After saving your claim please send an email alert to the residential schools administrator in the appropriate host regional centre and forward them any relating receipts/proof of purchase.

**Region One – Queen Mary University**

Expenses claims: BL01 1601 QM  
Email: [r01-expenses-check@open.ac.uk](mailto:r01-expenses-check@open.ac.uk)  
Send receipts to: Trixie Carey,  
The Open University in London

**Region Three – University of Bath**

Expenses claims: BL03 1601 0  
Email: [r03-expenses-check@open.ac.uk](mailto:r03-expenses-check@open.ac.uk)  
Send receipts to: Richard Brice,  
The Open University in the South West

**Region Five – University of Nottingham**

Expenses claims: BL05 1601 0  
Email: [l.seel@open.ac.uk](mailto:l.seel@open.ac.uk)  
Send receipts to: Louise Seel  
The Open University in the East Midlands

**Region Thirteen – University of Sussex**

Expenses claims: BL13 1601 SX  
Email: [r13-res-expenses-check@open.ac.uk](mailto:r13-res-expenses-check@open.ac.uk)  
Send receipts to: Susan Aldridge,  
The Open University in the South East

**Further Advice**

Please contact residential schools team:

- by phone +44(0)1908 653 235
- by email [residential-school-jobs@open.ac.uk](mailto:residential-school-jobs@open.ac.uk)

**Walton Hall – Université de Caen**

Expenses claims: BL14 1601 CN  
Email: [ss-tls-expenses@open.ac.uk](mailto:ss-tls-expenses@open.ac.uk)  
Send receipts to: Radha Ray,  
Residential schools team, Walton Hall

**Walton Hall – Friedrich Schiller Universität Jena**

Expenses claims: BL14 1601 JE  
Email: [ss-tls-expenses@open.ac.uk](mailto:ss-tls-expenses@open.ac.uk)  
Send receipts to: Radha Ray,  
Residential schools team, Walton Hall

**Walton Hall – Universidad de Santiago**

Expenses claims: BL14 1601 SG  
Email: [ss-tls-expenses@open.ac.uk](mailto:ss-tls-expenses@open.ac.uk)  
Send receipts to: Radha Ray,  
Residential schools team, Walton Hall